

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
**To be Submitted to the Records Management Division**  
**Hall of Records Commission**

**SCHEDULE NO. 403**

PAGE NO. 1

1. Requesting Agency  
DEPARTMENT OF MENTAL HYGIENE

2. Division or Bureau of Requesting Agency  
**Eastern Shore State Hospital**

3. Authorization Requested (Check only one of the squares below).

**A**  
☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

**B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

**C**  
☐ Microfilm and destroy originals.  
Originals if not microfilmed would be retained for the period of time indicated.

| 4.<br>Item<br>No. | 5. Description of Records<br>Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation<br>of Hall of Records<br>and Board of Public<br>Works. |
|-------------------|---|--|
|                   |   |  |

## 1 GENERAL LEDGER

Size: 15" x 10" x 3"  
Quantity: 12 volumes, 3 bundles  
Dates: 1921 ...  
File Arrangement: External: Chronological  
Internal: By account

The General Ledgers contain a summary of all permanent and annual accounts, including miscellaneous revenues, legacies and donations, sale of farm products, patients' fees, and income from investments. The summary for each account includes balances carried forward and notations of funds transferred.

**RECOMMENDATION: RETAIN PERMANENTLY.**

## 2 RECEIPTS AND DISBURSEMENTS JOURNALS

Size: 16" x 14" x 1"  
Quantity: 15 volumes  
Dates: 1915 ...  
File Arrangement: Chronological  
Audit: State

The Cash Receipts and Disbursements Journals are daily records of the collection and distribution of money in the operation of the hospital. The records subsequent to 1928 give more detail than those of preceding years. Retention of this record series is recommended, as it is the basis for entries to the General Ledger (Item 1), and it covers a period (1915-1921) for which the General Ledgers have not been found.

**RECOMMENDATION: RETAIN PERMANENTLY.**

(continued)

7. Agency, Division or Bureau Representative

Signature \_\_\_\_\_

Title

Date \_\_\_\_\_

Schedule Authorized as Indicated in Col. 6 by Hall of  
Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

June 10, 1964

Date \_\_\_\_\_

## Archivist

Date \_\_\_\_\_

Secretary

QUEST FOR RECORDS RETENTION SCHEDULE  
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| 4. Item No. | 5. Description of Records<br>Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.   | 6. Recommendation of Hall of Records and Board of Public Works. |
|-------------|---|---|
| 3           | <b>PATIENTS' LEDGERS</b><br><br>Size: 9" x 12" x 3"<br>Quantity: 7 volumes<br>Dates: 1916 ...<br>File Arrangement: External - Chronological<br>Internal - By name of patient<br><br>Audit: State<br>Index: Tab index in front<br><br>The Patients' Ledger is a record of paid fees, one patient to a page, giving date of payment and amount, with totals carried forward. This record is the basis for entering fees in the General Ledger, (Item 1).<br><br>RECOMMENDATION: RETAIN PERMANENTLY.               | APPROVED<br>HALL OF RECORDS COMMISSION                          |
| 4           | <b>PATIENTS' DAILY CASHBOOK</b><br><br>Size: 12" x 6" x 1"<br>Quantity: 35 volumes<br>Dates: 1918 ...<br>File Arrangement: Chronological<br>Audit: State<br><br>Daily collections of patients' fees were entered in the Cashbook until 1955, when these books were replaced by a card system. Collections are transferred periodically to the Patients' Ledger (Item 3).<br><br>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.                                      |   |
| 5           | <b>CONSTRUCTION LOAN JOURNAL</b><br><br>Location: In storage<br>Size: 14" x 18" x 2"<br>Quantity: 3 volumes<br>Dates: 1926 ...<br>File Arrangement: Chronological<br>Audit: State<br><br>This record gives the date of invoice, type of construction (new, repair, or replacement), type or class of equipment purchased, cost of labor and materials in repairs to the seawall, amount of the contract, and amount disbursed.<br><br>RECOMMENDATION: RETAIN PERMANENTLY.                                       |   |
| 6           | <b>PURCHASE RECORD BOOKS</b><br><br>Size: 18" x 10" x 1"<br>Quantity: 26 volumes<br>Dates: 1915-56; discontinued<br>File Arrangement: Chronological<br><br>The Purchase Record Books are daily records of expenditures for stores items, giving the items purchased and amount paid, with totals carried forward. The later volumes also showed name of vendor and the check number. Information given in this record was later transferred to the proper accounts in the General Ledger (Item 1). The informa- |   |

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

4.  
Item  
No.

(cont.) tion is now entered in the Receipts and Disbursements Journals (Item 2.)

RECOMMENDATION: DESTROY ACCUMULATION.

APPROVED  
HALL OF RECORDS COMMISSION